

# NEHAILA AIT BELOUALI

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📍 Washington, D.C.

## EXPERIENCE

### Senior Financial Management Analyst

#### Department of Justice

📅 10/2021 - Ongoing 📍 Dallas, United States

- Coordinating 5-10 projects between cross-functional teams including information technology, inventory management, and Auditing.
- Ensuring compliance with financial guidelines, company policies, and relevant legal regulations.
- Reviews complex financial accounting work processes, systems, and procedures for efficient workflow and conformity with accounting principles.
- Reviews the internal controls and security of all automated accounting applications to ensure conformity with auditing standards.
- Prepares and delivers comprehensive evaluations, proposals, and recommendations to executive leadership, committees, and other stakeholders.
- Improved and speeded the team's processing system by 80% by building an Excel pro-rate calculator for physical year-end purposes.
- Producing over 100+ custom reports and advanced queries for management - acting as a primary point of contact multiple offices in the United of States.
- Designed data sheets to streamline financial entry for management, goal is to increase proficiency by 90%.
- Led multiple Excel trainings to create a greater Efficiency and heightens Productivity.

### Financial Management Analyst

#### Department of Justice

📅 10/2020 - 10/2021 📍 Dallas, United States

- Applied reconciliation techniques toward budgets comprised of multiple funding appropriations and ensures monies are utilized in a manner consistent with congressional intent and the FBI's mission.
- Monitored and analyzed expenditure activity and recommended solutions to management regarding account discrepancies.
- Performed various audits of program budget accounts of accounting data to ensure appropriated funds are executed in compliance with rules, regulations governing and financial transactions for both investigative and administrative operations.
- Established and maintained effective internal controls over financial reporting methods which include safeguarding of assets and complying with appropriate laws and regulations.
- Created presentations, briefings, reports and other correspondence to management to meet division strategies and needs.
- Adapted analytical skills and methods to improve and measure program effectiveness and division strategy.

## FIND ME ONLINE



GitHub

<https://github.com/Nehailaa>



LinkedIn

[www.linkedin.com/in/nehailaaitbelouali](http://www.linkedin.com/in/nehailaaitbelouali)

## EDUCATION

### Full Stack Developer

### Coding Bootcamp

#### Southern Methodist University

📅 10/2021 - 04/2022

### B.S Accounting

#### Drexel University

📅 09/2017 - 06/2019

### A.B.A

#### Montgomery County Community College

📅 08/2016 - 08/2017

## SKILLS

HTML

CSS

Bootstrap

Javascript

jQuery

Node.js

Git

Express.js

SQL

APIs

React

RAPID

UFMS

FRA

Oracle

Excel

## LANGUAGES

Arabic



English



French



Moroccan



## EXPERIENCE

### WMTS

#### PwC

📅 01/2020 - 04/2020 📍 Philadelphia, United States

- Prepared an average of 100 weekly fiduciary and state tax returns such as 1041, 1099, 1099R, 1099G, 706-GS(D1).
- Produced high quality of estimated taxes for trust accounts, and delivered federal and state tax business compliance services, as well as related large-scale outsourcing solutions.
- Organized, prioritized, and managed daily processes and assignments, and communicated necessary matters to supervisors using TrackerNext software.
- Updated gains and losses report, in addition to preparing FITSAs, TNATs, and TNODs
- Identified, researched, and documented tax issues, and advised and offered related solutions for diverse clients.

### Staff Accountant

#### Drexel University

📅 07/2019 - 12/2019 📍 Philadelphia, United States

- Completed assigned bank reconciliations monthly by deadlines and ensured work papers and supporting documentation and in accordance with departmental standards.
- Prepared assigned account analyzes of balances sheet accounts by assigned deadlines using BlackLine. Made recommendation for adjusting entries and appropriately escalates issues of significance to manager in a timely fashion.
- Provided documentation and analyzes as needed to internal and external auditors by requested deadlines. Utilized PwC Connect tool to provide all supporting documentation by requested deadlines.
- Researched and responded timely to inquiries from university business managers.
- Ensured routine journal entries are prepared in accordance with monthly and year-end closing calendars.
- Utilized accounting knowledge, judgment and reconciliation tools to identify transactions requiring non-routine journal entries.

### Research Accountant

#### Drexel University

📅 09/2018 - 03/2019 📍 Philadelphia, United States

- Prepared journal entries as determined initially by the Senior Research Accountant or Assistant Director and, as experience progresses, as determined by the Research Accountant.
- Analyzed and reconcile general fund accounts to identify errors or discrepancies.
- Reviewed source documents (award terms and conditions, award budgets, COEUS budgets, etc.).
- Prepared account analyzes utilizing review of account activity and support documentation.
- Reviewed billing for accuracy and submit to agencies on a monthly basis and addressed any concerns with management.
- Maintained up-to-date knowledge of sponsor regulations and policies.
- Monitor budget variance and determine sponsor approval from terms and conditions of the award.

### Accounts Payable Assistant

#### Drexel University

📅 11/2017 - 09/2018 📍 Philadelphia, United States

- Charged expenses to accounts and cost centers by analyzing invoice and expense reports, and recording them.
- Reconciled processed work by verifying entries and comparing system reports to balances.

## ACHIEVEMENTS



### 3 Countries

Obtained professional experience in three countries.



### Tribute to Exceptional Women 2017 Award

Honored as a woman 18 to 30 years old who is a role model and enthusiastic leader for girls by the YWCA.



### Phi Theta Kappa Honor Society Member

A member of the international honor society; the Phi Theta Kappa.

## STRENGTHS



### Futuristic

The future fascinates me, and I am focused on painting the pictures of what can be.



### Restorative

I love digging in and solving problems big or small.



### Learner

Learning all sorts of platforms and technologies excites me.

## VOLUNTEERING

### ESL Teacher

#### YWCA

📅 01/2017 - 06/2017

- Exhibited patience and ability to relate to students of diverse backgrounds.
- Used a real-life context to help students grasp the complexities of the language.
- Planned and delivered lessons; organized activities; administered and graded tests.
- Establish and maintain standards of student behavior required to run an orderly and productive classroom environment.
- Administer academic and language assessments for the purpose of evaluating student progress for meeting academic learning targets and progress in language acquisition.